

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDA
7D-18 Hqs.

EXTENSION

NO.

DATE

20 DEC 1982

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OL
2C-02

27 DEC 1982

STAT

2.

22 DEC 1982

AEO

3.

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mtr

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4.

OL/B+FB

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15.

Action Pls
 send w 84PS on
 supplemental package
 figures. Pls send
 same.

OL 2 3775

FORM
1-79

610

USE PREVIOUS
EDITIONS

ADMINISTRATIVE - INTERNAL USE ONLY

DDA 82-2989

STAT

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
✓ Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: 1985 Program

1. It is time to start planning for your 1985 Program submissions. From all indications, the 1985 Program will be presented on the basis of expenditure centers. While we do not expect detailed guidance from the Comptroller for several weeks, we should be formulating the basic aspects of our submission, with particular emphasis on the 1985 base level, which represents resources which we will need to maintain the capability that exists at the start of the budget year, i.e., as of 1 October 1984.

2. In our planning for the 1985 Program, we should make provision for resources to upgrade our aging facilities and equipment. The more detailed information we can provide to describe the need for these recapitalization efforts (including the consequences if we do not receive the requested resources), the better are our chances of getting them through the budgetary process.

3. Please have appropriate individuals in your components closely review the Supplemental Support Package concept which was used with the 1984 Program. In the 1985 Program, this concept will be further refined and you will be expected to defend supplemental resources for your Office (unlike last year). Your people will, therefore, be expected to actively participate in the refinement process. They should be reviewing the various factors affecting your component, consider how much Agency growth your Office can sustain with 1984 resources without invoking additional supplemental support resources, and prepare more precise detailed justification in terms of what the supplemental positions and funds will sustain.

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4. As we obtain guidance from the Comptroller's Office, it will be immediately passed on to you. If any additional information or assistance is needed at any time, please contact Executive Officer, DDA, or members of the Management Staff.



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Harry E. Fitzwater

cc: COMPT

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